

Republika ng Pilipinas
(Republic of the Philippines)
MINISTRI NG EDUKASYON, KULTURA AT ISPORTS
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Maynila

February 10, 1983

MECS O R D E R
No. 8, s. 1983

UTILIZATION AND SECURITY OF SCHOOL
BUILDINGS AND FACILITIES

To: Bureau Directors
Regional Directors
Schools Superintendents
Presidents, State Colleges and Universities
Vocational School Superintendents/Administrators

1. In order to effectively implement the policy of maximizing the utilization and security of school buildings and facilities, full personnel and community support of all educational institutions and offices are necessary and therefore enjoined.
2. The utilization and security of buildings are direct responsibilities of the school officials/administrators, particularly the school principals/head teachers/teachers in-charge. However, all users of the buildings from the school officials, school children, teachers and the community shall share the responsibility for the proper construction/use, maintenance and optimum security of the school buildings/facilities.
3. All educational institutions and offices must adopt or incorporate guidelines and safety standards/devices in their respective schools and building structures for the maximum use of classroom spaces and for their security. In order that maximum use of school buildings/facilities and security of same can be insured, guidelines for constructing school buildings and some security measures are inclosed.
4. It is suggested that monitoring committees on the regional, division and district levels be organized to see to it that the guidelines for optimum utilization and security of buildings are followed.

5. Heads of schools must submit monthly reports to this Office on activities for which the school properties or facilities had been used.

6. Immediate dissemination of this Order to all concerned is desired.

(SGD.) ONOFRE D. CORPUZ
Minister

Incl.:
As stated

Reference:
MEC Memorandum: No. 30, s, 1981

Allotment: 1-2-3-- (D.O. 1-76)

To be indicated in the Perpetual Index
under the following subjects:

BUILDINGS
OFFICIALS
REPORT
RULES & REGULATIONS

(Inclosure to MECS Order No. 8,s. 1983)

GUIDELINES ON THE UTILIZATION AND SECURITY
OF SCHOOL BUILDINGS AND FACILITIES

For maximum utilization and security of school buildings and facilities, the following guidelines are offered for consideration/implementation:

A. On Utilization

1. Minimize the setting up of so many enclosed corners as health corners, library corners, etc.
2. Flip charts and other teaching aids should not clutter the classroom walls. They should be properly kept when not in use.
3. Divisions/partitions between one space and the next should be movable so the different group sizes can be accommodated at short notices.
4. Where teachers in adjacent classrooms are teaching "back to back" on either side of a partition, the partition needs to be from floor to ceiling in order to keep intrusive sounds at a reasonable level.
5. Classroom furniture must be properly arranged to enable the pupils to sit and stand freely and comfortably. A minimum standard space of 1.20 square meters per pupil is suggested.

B. On Security

1. Rooms should be provided with strong and durable padlocks.
2. Windows should be provided with strong bolt and window grills.
3. There is need to design against the effect of natural disasters such as earthquakes, floods, cyclones and fires.
4. A position for resident caretaker must be provided. Free housing must be given to same.
5. If possible provision for lighting must be given school buildings.

6. Teachers and pupils alike must see to it that their rooms are properly locked and windows bolted upon leaving their premises.
7. Buildings/classrooms where valuable items are to be housed must be made of extra durable materials.
8. School premises must be provided with a strong fence and gates which are securely locked and bolted.
9. School heads, teachers and janitors must be instructed on the correct manipulation of fire extinguishers and other safety devices in order that the devices can be used properly in time of calamity.
10. Buildings must be insured.

C. Additional Guidelines

1. The utilization of school properties or facilities is and should always be under the strict authority and responsibility of the school administration.
2. The use of school properties and facilities shall always be toward the realization of its objectives as an educational institution and not for non-school related activities by certain persons or groups of persons.
3. Heads of schools, colleges and universities may avail of the use of school properties and facilities for well-chosen and meaningful activities resulting in the acquisition of desirable cultural traits and time-honored values which the New Philippine Republic encourages and supports.
4. The program of activities shall be undertaken at the discretion of the school head, subject however to the pertinent provisions of the laws of the land.